

INSTRUCTION NO.
LI 70-5

LI 70-5
RECORDS AND CORRESPONDENCE
Revised 20 May 1968

SUBJECT: Vital Records Program

REFERENCE: Records, 15 April 1964

1. GENERAL

- Executive Office*
Records Management Office for the Office of Logistics
for the Office of Logistics
- a. ~~The Records & Services Branch, Executive Office, Office of Logistics provides for an active Vital Records Program; R&SB sets up and maintains a schedule of documents considered vital to the operations of the Office of Logistics; and provides for the orderly processing of vital records to the Repository provided under the Disaster Program.~~
- b. The schedule serves as a guide to Logistics personnel in identifying documents to be sent to the Repository. In addition to items listed in the attached schedule, documents of a one-time or nonrecurring nature considered vital to the operations of the Office of Logistics shall also be deposited as prescribed.
- c. In addition to the vital records deposited by the Office of Logistics, items deposited by other Agency components may be made available for OL use as required.

2. DEFINITION

Vital Records are those specific documents, records, or reference material in the possession of the Agency which are essential to its continued operation in an emergency and which, in the event of destruction, would constitute an irreplaceable loss.

3. RESPONSIBILITY

- RMO*
- a. It is the responsibility of each staff and division chief to provide for an annual review of the schedule of records to be deposited; to furnish the ~~Records & Services Branch~~ appropriate additions, deletions or changes to the schedule; and to ensure that records designated are currently forwarded to R&SB for deposit.
write out (Logistics Registry) RMO
- b. It is the ~~xx~~ responsibility of the ~~R&SB~~ *RMO* to provide for the prompt deposit of Office of Logistics vital records in the Repository; and to review periodically the schedule and the records on deposit.

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4. PROCEDURE

- The writeout*
- a. Available vital records will be forwarded to R&SB on Monday of each week so that the deposit can be made on Tuesday. Indication should be made if material forwarded is a replacement of material previously sent, in order that outdated documents may be withdrawn.
 - b. Form No. 620, "Vital Materials Transfer Slip," will be ~~xxx~~ prepared and signed by the Area Records Officer.

*Attachments
Symbols.*